

Program:	
Position:	<b>Program Leader</b>
Gifts:	Ability to work unsupervised within a team environment
Reporting to:	Ministry Committee
Dimensions:	\$30,000 annual cash flow - approx. 130 Volunteers

### Tasks

Recruitment & Rosters	<ul style="list-style-type: none"> <li>• Work closely and collaborate with portfolio leader in Volunteer Recruitment &amp; Support (VR&amp;S) regarding any new volunteer positions and any other related issues.</li> <li>• Maintain enough volunteers to run the program, (ideally around 130).</li> <li>• Design and update rosters for <b>Programme Name</b> and Second Bite.</li> <li>• Email weekly reminders to rostered volunteers and find substitutes if needed, send copy to Parish Secretary.</li> <li>• Update volunteer database and send it to portfolio leader VR&amp;S and Parish Secretary on a regular basis.</li> <li>• Facilitate orientation of new recruits using the '<i>Programme Name Induction Check List</i>'.</li> <li>• Familiarize volunteers with their job descriptions and requirements.</li> <li>• Review and update Job Descriptions as needed.</li> <li>• Nominate Safe Church Representatives who will be present at the <i>Programme Name</i> Dinner in the absence of the Program Leader.</li> </ul>
Teams & Training	<ul style="list-style-type: none"> <li>• Support and train cooks, including food handling and work safety, hygiene and Safe Church.</li> <li>• Nominate a Fire Warden (a Parish member or someone who has undertaken Safe Church Training).</li> </ul>
Food Preparation	<ul style="list-style-type: none"> <li>• Direct and control menus, quantities and spending.</li> <li>• Liaises with Second Bite volunteers regarding food requirements for <i>Programme Name</i>.</li> <li>• Coordinates food donations and allocate products to teams cooks.</li> </ul>
Supervision	<ul style="list-style-type: none"> <li>• Be present during the dinner and assist when needed.</li> <li>• Oversee and give guidance to volunteers when needed.</li> <li>• Ensure safe food handling techniques are used.</li> <li>• Deal with any disputes, incidents or accidents in accordance with Safe Church Policies.</li> <li>• Be fully responsible for correct handling of money donated to <i>Programme Name</i> using methods in accordance with <i>Church Name's</i> financial procedures.</li> <li>• In case of emergency, follow emergency procedures with nominated fire warden.</li> <li>• Check stock and order consumables like takeaway containers, serviettes, and cleaning and gas supply for the whole Centre.</li> </ul>

	<ul style="list-style-type: none"> <li>• After dinner, ensure centre is left in accordance to policies and procedures.</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>• Bank money after dinner and send report to bookkeeper. Place all receipts in bookkeeper's folder.</li> <li>• Bank Second Bite donations from the Op Shop monthly and send info to bookkeeper.</li> <li>• Prepare and send activity reports to <i>Programme Name Committee</i> for scheduled meetings.</li> <li>• Be responsible for preparations and control of Program's Budget.</li> <li>• Report any maintenance and repairs needed to committee.</li> <li>• Report any incidents using appropriate form.</li> </ul>

## OHS

Be aware of safe lifting procedures. E.g. no more than 15kg.
Complete online "I'm alert" training. <a href="http://www.imalert.com.au/foodsafety/index.php">www.imalert.com.au/foodsafety/index.php</a>
Be aware of safe food handling procedures. Read and sign the Diocesan Food handling guide. (Currently under review)
Know the fire and emergency plan.
Undertake Safe Church Training.